



## **Inclusionary Housing Rental Program Preliminary Application & Guidelines for Rental Applicant Pool**

### **PLEASE READ CAREFULLY BEFORE COMPLETING THIS APPLICATION**

The Community Development Department is accepting preliminary applications for affordable rental units. The Rental Applicant Pool is used to identify eligible applicants for affordable rental units available through the City's Inclusionary Housing Program. Affordable units of all sizes are located throughout the city. To be considered for an affordable rental unit you must be in this Pool. This preliminary application is for placement in the pool. **Placement in the pool does not signify that you are eligible for an affordable rental unit.** Not all applicants will be eligible for all units. **This is not a waiting list.**

Applicants will be placed in a waiting pool based on unit size eligibility and ranking according to the City's priority point system. Preference will be given to Cambridge residents and families with children. When units become available CDD will identify, in order of placement in the pool, the next applicant(s) based on unit size eligibility and priority points. The applicants will be asked to submit a final application with documentation to determine their eligibility.

Please be sure to fill out the application accurately. Applicants will be placed in pools based on their priority points, household size and emergency need status. **If you do not fill out the information correctly and submit the required documentation, you will not be placed in the appropriate pool.**

Applications should be submitted to the City of Cambridge, Community Development Department, Housing Division, 344 Broadway, 3<sup>rd</sup>. floor, Cambridge, MA 02139. **Applicants must complete and sign the attached application with documentation for Cambridge residency, household size and emergency need.** **Applications without proper documentation of Cambridge residency, household size and emergency need may not be placed in the appropriate pool. If you have any questions, please call CDD at 617-349-4622.**

Please note that the Community Development Department will maintain applications in the Rental Applicant Pool. CDD will accept updates and/or changes to an applicant's preliminary application in writing only. Applicants should notify CDD in writing of changes to household size and income, voucher status, residency, employment or emergency need.

CDD reserves the right to request that applicants submit updated and/or supporting documentation. Applicants who fail to respond to requests from CDD promptly may be removed from the Rental Applicant Pool.

**STEP 1: MINIMUM ELIGIBILITY CRITERIA:**

- Applicant's household size must be appropriate for the unit. (See attached Occupancy Standards.)
- Households must have an income of at least 50% but not more than 80% of the Area Median Income. See the chart below.
- Individuals and families with **Section 8 mobile rental vouchers will not be subject to the required minimum income requirements.**
- Household assets may not exceed \$75,000. Assets in restricted retirement accounts (401(k), IRA, etc.) will be considered at 60% of current value. Households where all members are 62 or over, and households where all members are disabled, may be eligible for special consideration.

**Current Income Limits** (Income Limits are subject to change.)

|                                       |                       |                       |
|---------------------------------------|-----------------------|-----------------------|
| <b>Qualifying for a studio</b>        |                       |                       |
| <i>Household Size</i>                 | <i>Minimum Income</i> | <i>Maximum Income</i> |
| 1 person                              | \$36,200              | \$57,920              |
| <b>Qualifying for a one-bedroom</b>   |                       |                       |
| <i>Household Size</i>                 | <i>Minimum Income</i> | <i>Maximum Income</i> |
| 1 person                              | \$36,200              | \$57,920              |
| 2 persons                             | \$41,400              | \$66,240              |
| <b>Qualifying for a two-bedroom</b>   |                       |                       |
| <i>Household Size</i>                 | <i>Minimum Income</i> | <i>Maximum Income</i> |
| 2 persons                             | \$41,400              | \$66,240              |
| 3 persons                             | \$46,550              | \$74,480              |
| 4 persons                             | \$51,700              | \$82,720              |
| <b>Qualifying for a three-bedroom</b> |                       |                       |
| <i>Household Size</i>                 | <i>Minimum Income</i> | <i>Maximum Income</i> |
| 3 persons                             | \$46,550              | \$74,480              |
| 4 persons                             | \$51,700              | \$82,720              |
| 5 persons                             | \$55,850              | \$89,360              |
| 6 persons                             | \$60,000              | \$96,000              |

**STEP 2: INCLUDE INCOME & HOUSEHOLD INFORMATION IN THE APPROPRIATE SECTION ON APPLICATION:****A. Income from employment:**

- include to the best of your knowledge income information of household members who are employed full and/or part time unless he/she is a dependent and is registered as a full-time student.
- if you receive a Section 8 mobile voucher, please attached a copy with the application.

**B. Household Size:**

- include all household members who will be living in the unit on your application

**Step 3: DOCUMENTATION REQUIRED WITH APPLICATION** *(The City of Cambridge reserves the right to request additional documentation):*

**A. HOUSEHOLD SIZE REQUIREMENT:**

Please provide evidence of your current household size from **TWO** of the following options:

- A rental lease signed and dated within the last year in your name and members of your household
- A copy of your signed current federal tax return with W2's which indicate your current household size
- A copy of birth certificates for all household members

**B. CAMBRIDGE RESIDENCY REQUIREMENT:**

If you are currently living in Cambridge, please provide evidence of residency from **TWO** of the following options:

- A current rental lease signed and dated within the last year in your name or a Section 8 Agreement.
- A utility bill in your name: original gas or electric bill dated within last thirty days.
- A car registration and/or driver's license or Massachusetts I.D. with your current address listed on your application.
- A current Cambridge Public School registration record for your child (under 18 years of age) with current address.

**C. EMERGENCY NEED REQUIREMENT:**

Households with one or more of the following Emergency Needs: If you are requesting to be considered as an emergency you **MUST attach a copy of the evidence supporting your emergency situation:**

- Applicant is currently facing a no-fault eviction (Provide a copy of court order).
- Applicant is living in a property that has been cited by the City for outstanding code violations (provide report from Inspectional Services Department).
- Applicant is paying more than 50% of their monthly gross income on rent (submit documentation of current paystubs and lease agreement).
- Applicant is living in an overcrowded situation defined as having more than two individuals per bedroom (provide a signed lease which states bedroom size and all household members).
- Applicant is homeless (provide a letter from shelter).

**ASSIGNMENT FOR PRIORITY POINT SYSTEM:**

Preference will be given to Cambridge residents, families with children, and applicants with an emergency housing need. All applications will be reviewed for eligible household size and income eligibility and then ranked in order by the following priorities:

- A. Current Cambridge Resident (4 points)
  - B. Household with at least one child under 18 (1 point)
  - C. Household with at least one child under 6 (1 point)
  - D. Household with emergency need as defined in step 3. (1 point)

**Please Note: After all eligible resident applicants, have been considered preference will be given to applicants who are not presently living in Cambridge but are employed in Cambridge. These applicants will follow the same priority point system as Cambridge residents. Contact the Community Development Department for further information.**

## **RENTAL PREFERENCE POOL ORDER:**

Upon receipt of the completed preliminary application and all associated documentation, CDD will notify all applicants of their status by mail. Preliminary applications will be added to the appropriate pool(s) in the order they are received.

The Rental Applicant Pool will consist of the following Preference pool order:

### **(3) Bedroom unit pool**

- a. 7-point preference group
- b. 6-point preference group
- c. 5-point preference group
- d. 4-point preference group
- e. 3-point preference group
- f. 2-point preference group
- g. 1-point preference group
- h. 0-point preference group

### **(2) Bedroom unit pool**

- a. 7-point preference group
- b. 6-point preference group
- c. 5-point preference group
- d. 4-point preference group
- e. 3-point preference group
- f. 2-point preference group
- g. 1-point preference group
- h. 0-point preference group

### **(1) bedroom/studio unit pool**

- a. 5-point preference group
- b. 4-point preference group
- c. 0-point preference group



### **What should I expect after I submit the preliminary application?**

As units become available, applicants who are at the top of the appropriate preference group for the available unit size will be asked to **submit a final application to confirm income and Asset eligibility.**

Final applications will be reviewed and applicants who meet the eligibility requirements will be forwarded by CDD to unit owners/management companies for the review of credit, CORI and in some cases landlord references. Eligible applicants who are approved by the property owner/management company will be offered a unit based on their order in the Rental Applicant Pool.

Applicants will be shown a unit and will have 24 hours to decide whether to lease the unit. If an applicant declines available units at three separate properties, the applicant will be placed at the bottom of the pool of their preference group and will not be offered a unit for up to 180 days.

If an applicant decides to move forward to lease a unit, they will enter into a lease agreement with the property manager to move into the unit within 30 days. Tenants in the Inclusionary Housing Rental Program are recertified on an annual basis.

### **What will happen if my final application is denied?**

Applicants who are declined by four different management companies for credit or landlord reference will be removed from the pool. Applicants who are denied due to CORI or other criminal background check by two different management companies will be removed from the pool. Notification to the applicant will be made in writing by the management company that denied their application. If the applicant is denied by the property management company he/she may file an appeal in writing within (5) business days directly to the property management company.

If you have any questions about the Rental Applicant Pool, please call Housing Line at 617-349-4622. Please leave your name and daytime phone number where you can be reached.



**Inclusionary Housing Rental Program**  
**Occupancy Standards**  
**(Based on federal Section 8 regulations)**

**To Determine Unit Size**

1. To determine appropriate unit size for an applicant, the following criteria shall be used:
  - a. No more than two persons shall occupy the same bedroom.
  - b. Persons of the opposite sex (other than a couple) shall not be required to share a bedroom.
  - c. Two children of the same sex shall share a bedroom unless the difference in their ages is 10 years or more.
2. Families may choose to under-house themselves based on the following:
  - a. Children of opposite sexes may share a bedroom if the sum of their ages is 15 or less.
  - b. Children of the same sex may occupy the same bedroom regardless of age.

**How to Determine Household Size**

1. Eligible household size is based on all current, full-time and permanent household members at the time of application.
  - a. All household members must have had the same address as the applicant for at least 3 months from the time the application is submitted.
  - b. Only children that are born before the application deadline or are expected within two months of the application deadline (as documented by a medical professional) will be counted as household members.
  - c. Children of applicants, who are full-time students age 18 years and over and living in a college dormitory, will be considered part of the household if they are listed as dependents on their parent's tax return.
2. Applicants must be able to document, to the satisfaction of the City of Cambridge, that any recent additional members to their household are permanent, full-time members.
3. Those household members not listed on the most recent year's federal tax return as dependents of the applicant will be required to document that they have resided with the applicant for at least 3 months from the date of application.
  - a. Household members not listed as dependents will be required to sign a notarized affidavit stating their intention to remain as permanent full-time members of the applicants' household for the foreseeable future.

**How to Determine Income Eligibility**

**Minimum Income Eligibility Chart for Housing Assistance**

|        | 1 person | 2 person | 3 persons | 4 persons | 5 persons | 6 persons |
|--------|----------|----------|-----------|-----------|-----------|-----------|
| Income | \$36,200 | \$41,400 | \$46,550  | \$51,700  | \$55,850  | \$60,000  |

**Maximum Income Eligibility Chart for Housing Assistance**

|        | 1 person | 2 persons | 3 persons | 4 persons | 5 persons | 6 persons |
|--------|----------|-----------|-----------|-----------|-----------|-----------|
| Income | \$57,920 | \$66,240  | \$74,480  | \$82,720  | \$89,360  | \$96,000  |

***The income chart is based on federal, state, and Cambridge income limits for housing programs. These limits are determined by the US Dept. of Housing and Urban Development and are subject to change.***

City of Cambridge  
Community Development Department, Housing Division  
344 Broadway, 3rd floor  
Cambridge, MA 02139



## ***INCLUSIONARY HOUSING RENTAL PROGRAM RENTAL PRELIMINARY APPLICATION***

### **APPROPRIATE UNIT SIZE**

(View Occupancy Standards on page 6)

☐ Studio

☐ One-bedroom

☐ Two-bedroom

☐ Three bedroom

### **HEAD OF HOUSEHOLD:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Co-Applicant Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Current Address: \_\_\_\_\_ Unit # \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone # (day): \_\_\_\_\_ Telephone # (evening): \_\_\_\_\_

Email Address: \_\_\_\_\_

Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Other

**RACE:** (This information is optional and not a requirement to participate in the Inclusionary Housing Rental Program)

Please check all boxes that apply:

☐ African-American/Black (non-Hispanic) ☐ American Indian/Alaskan Native ☐ Asian ☐ Caucasian (non-Hispanic)  
☐ Latino or Hispanic ☐ Native Hawaiian /Other Pacific Islander

Have you every resided in an Inclusionary Housing Rental unit in Cambridge? If Yes, When? \_\_\_\_\_

Explain why you moved: \_\_\_\_\_

Do you own or have interest in any real estate property? If yes please explain ☐ Yes ☐ No

If you have an emergency need, please check which of the following situations your household is facing

\_\_\_ Facing a no-fault eviction (**documented by court order**).

\_\_\_ Living in a property that has been cited by the City's Inspectional Services Department for outstanding code violations (**provide documentation from ISD**)

\_\_\_ Paying more than 50% of your monthly gross income for rent (**provide paystubs and lease agreement**)

\_\_\_ Living in an overcrowded situation defined as having more than two individuals per bedroom

\_\_\_ Homeless (**letter from Shelter in which you are residing**)

**\*\*Those claiming an emergency must attach copies of all documents showing your emergency. \*\***

## **INCLUDE HOUSEHOLD MEMBERS**

Start with Head of household; list the legal names, birth dates, and relationship to head of household of each person who will reside in the unit:

| Name | DOB | Relationship to Applicant | Gender (M or F) |
|------|-----|---------------------------|-----------------|
|      |     | Head of Household         |                 |
|      |     |                           |                 |
|      |     |                           |                 |
|      |     |                           |                 |
|      |     |                           |                 |

Applicants must notify the CDD in writing of changes to household size and income, voucher status, residency, employment or emergency need. CDD reserves the right to request that applicants submit updated and/or supporting documentation.

## **INCLUDE EMPLOYMENT INFORMATION FOR ALL HOUSEHOLD MEMBERS**

| Last Name, First Name | Total Income and Frequency of Pay<br>(Weekly, Bi-weekly, Monthly) | Source of Income |
|-----------------------|---|------------------|
|                       | \$ /per_____  |                  |
|                       | \$ /per_____  |                  |
|                       | \$ /per_____  |                  |
|                       | \$ /per_____  |                  |

Do you work in Cambridge? If Yes where? \_\_\_\_\_

Do you currently have a mobile voucher? If Yes, What is the subsidizing agency? \_\_\_\_\_

### **REASONABLE ACCOMMODATIONS**

If you or a family member are disabled and require accessibility features or another reasonable accommodation, please complete section. If you do not require an accommodation, skip this section.

If yes, please check the appropriate boxes.

- ☐ Wheel-chair accessible
- ☐ Hearing impaired
- ☐ Vision impaired
- ☐ Bathroom mobility Equipment

*The City of Cambridge Community Development Department does not discriminate based on disability. The Department will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon request.*



## **CERTIFICATIONS:**

I understand that this form is not an offer of housing. Based on this form, I understand that I should not make any plans to move or end my present tenancy. I understand that it is my responsibility to inform the Cambridge Community Development Department, Housing Division of any change of address, income, reasonable accommodation and family composition or my application will be withdrawn.

I/We certify, under penalty of perjury, all information on this application to the best of my/our knowledge is true. I/We understand that false information given is sufficient grounds for rejection of this application. Furthermore, verification may be obtained from any source herein.

### **Penalty for False or Fraudulent Statement, U.S.C.**

“Title 18, Section 1001, provides: “Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies.... Or makes any false fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five (5) years or both.”

All persons whose names will appear on the lease and are 18 years old or older must sign here:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Applications are to be submitted to:**

**City Hall Annex  
Community Development Department  
344 Broadway 3<sup>rd</sup>. Floor  
Cambridge MA 02139  
Attn: Housing Division**

*The City Cambridge does not discriminate in the selection of applicants on the basis of race, color, national origin, disability, age, ancestry, children, familial status, genetic information, marital status, public assistance resiliency, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law.*



## **REVIEW THE LIST OF DOCUMENTATION REQUIRED WITH APPLICATION:**

### **1) HOUSEHOLD SIZE REQUIREMENT:**

Provide evidence of your current household size from **TWO** of the following options (additional documentation may be requested)

- A rental lease signed and dated within the last year in your name and members of your household
- A copy of your signed current federal tax return with W2's which indicate you're current Household size
- A copy of birth certificates for all household members

### **2) CAMBRIDGE RESIDENCY REQUIREMENT:**

If you are currently living in Cambridge, please provide evidence of residency from **TWO** of the following options (additional documentation may be requested).

- A rental lease signed and dated within the last year in your name
- A current utility bill in your name: original gas or electric bill dated within thirty days.
- A car registration and/or driver's license or Massachusetts I.D. with your current address listed on your application
- A current Cambridge Public School registration record for your child (under 18 years of age) with current address.

### **3) EMERGENCY NEED REQUIREMENT (only necessary if applicable):**

Households with one or more of the following Emergency Needs: If you are claiming an emergency you **MUST attach a copy of the evidence supporting** your emergency situation.

- Applicant is currently facing a no-fault eviction (provide a copy of court order).
- Applicant is living in a property that has been cited by the City for outstanding code violations (provide report from Inspectional Services Department).
- Applicant is paying more than 50% of their monthly gross income on rent (provide current paystubs and lease agreement).
- Applicant is living in an overcrowded situation defined as having more than two individuals per bedroom (provide a signed lease which states bedroom size and all household members).
- Applicant is homeless (provide a letter from shelter).

**Please do not provide original documents when submitting the application. Please note: The Community Development Department does not make copies of documents.**